

Ethics Training User Guide: Short Version

How to Access the Ethics Training

1. Go to this link for the Training page of the Inspector General website:
<http://www.in.gov/ig/training.html>
2. Click on the link for the Ethics Training Course. *It is important to enter the training from this link to be sure you are using the correct PeopleSoft portal: ELM. This is different from PeopleSoft HR and Financials.*
3. Enter your PeopleSoft HR system ID.
4. Enter your PeopleSoft HR password (*refer to the complete Ethics Training User Guide if you have issues with your password*).
5. After you have successfully logged into the PeopleSoft ELM, find the menu on the left side of the screen and select Employee Self Service.
6. Select Learning.
7. Select Current Learning. (*If you have already completed your training, you may review the module by navigating through Learning History.*)
8. Select the link for the Ethics Training.
9. On the Activity Progress page, select Launch.
10. From the Table of Contents page, again select Launch.
11. Once the module opens, navigate through the course using the forward or back keys at the bottom of the screen.
12. At the end of the training, you will check the option (button) that says you acknowledge that you have read and understood the training. Click Submit, then click Finish.
13. Once the training closes, select Return to Activity Progress in PeopleSoft to verify you completed the training.
14. Your training is now complete and you can sign out of PeopleSoft.